

Rule 2016-1 APPLICATIONS FOR FEES AND EXPENSES

A. Scope of Rule. This Rule applies to: (1) all cases except Chapter 7 and Chapter 13 cases; (2) any motion of a professional person employed under 11 U.S.C. §327, 328, or 1103 requesting approval for compensation and/or reimbursement of expenses; and (3) any request of an entity for payment of an administrative expense pursuant to 11 U.S.C. §503(b)(3) or 503(b)(4).

B. Application Required: No compensation or expenses will be allowed to any professional for any service rendered in any case unless (1) a motion to approve employment has been filed; (2) an order granting the motion has been entered prior to performing the services for which payment is requested; and (3) an application for fees and expenses is filed which provides the following:

1. the date of the order appointing the professional with a copy thereof attached as an exhibit;
2. a statement indicating whether the application is for final or interim compensation and expenses, the total amounts thereof, and the period covered;
3. the dates and amounts of previous compensation requested and the amounts approved, if any, including any retainers paid, with copies of the orders approving the prior payments attached as exhibits and, where applicable, a copy of the attorney disclosure statement which was filed pursuant to Fed.R.Bankr.P. 2016 ;
4. a list of all timekeepers included in the application including, but not limited to, the attorneys, paraprofessionals, or other professionals contributing services, number of years in practice, their billing rates, total hours, total dollars, and the blended hourly rate;
5. a chronological listing of time and services performed (Chronological Listing) or a listing of time and services by category of service arranged chronologically (Category Listing) shall be attached to the Application. Both a Chronological Listing and a Category Listing shall include the date, the professional or other timekeeper, a description of the service and the time involved;
6. an itemization of the expenses for which reimbursement is requested. Expenses shall be billed and allowed only at actual cost without overhead or add-ons;
7. a statement that the professional or other timekeeper is a disinterested person and does not represent or hold an interest adverse to the interest of the estate on the matter on which he was employed;
8. a history of the case in narrative form;
9. the application shall include a summary cover sheet. A fee application filed without a completed cover sheet will be dismissed without prejudice to refiling in accordance with this Local Rule and other applicable provisions of law. The cover sheet shall conform substantially to Local Form No. 9;
10. a proposed order of Court;
11. in complex Chapter 11 cases or when otherwise ordered, a spreadsheet shall be filed which reflects all fees that are requested pursuant to the application and a cumulative total for professional by category; and
12. when the Court enters an administrative fee order in a particular case, the terms of the order shall govern to the extent inconsistent with this Local Rule.

C. Requirements of Entries: All entries shall:

1. list each service or task separately and state the amount of time expended in its performance;
2. identify the subject matter of any correspondence or phone call and the party with whom the professional or other timekeeper has communicated if the service involves telephone and/or written correspondence;
3. identify where appropriate, and in the interest of clarity, the subject matter of any hearing or trial with specificity including the case, or adversary number if the service involved is attendance at a hearing or trial;
4. identify any pleading with specificity if the service involves preparation of a pleading; and
5. include all other information necessary to a full understanding of the services performed and the person and time involved.

D. Use of Category Listing: If a Category Listing is provided, each category shall be preceded by a heading generally describing the services within that category and a brief statement detailing the result to the estate. A separate category shall be included for preparation of the fee application and another for all administrative services such as file maintenance, docket review, typing, filing and service of pleadings, etc.

E. Use of Chronological Listing: If a Chronological Listing is provided, there shall be attached a separate summary of time and service by category, each of which shall be given an identifying number. This identifying number shall be placed beside each chronological entry to indicate the category number into which it falls. A separate summary shall be included for preparation of the fee application and another for all administrative services such as file maintenance, docket review, typing, filing and service of pleadings, etc.